Pennsylvania

TOBACCO PREVENTION REPORTING SYSTEM (TPRS)

SERVICE PROVIDER USER MANUAL CHECK VENDING MACHINE MODULE

Prepared for the
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June 2006

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CHECK VENDING MACHINE

According to contract deliverable PA20, Service Providers are required to inspect each restaurant in their county that the Primary Contractor has assigned them a minimum of one time per year. To make this process easier to track, a separate module was added to the PA TPRS. To use the Check Restaurant module, the Service Provider is responsible for performing the check and tracking their activities.

Adding a Vending Machine Check

1. From the **Menu Box**, select the **Activities** folder.
   The **Menu Box** will reopen will subcategories displayed under the **Activities** folder.
2. From the **Activities** subcategory list, select **Check V Machine**.
   The Check Vending Machine screen will open.
3. Click the **Add** button.

4. Select the Vending Machine* that was visited from the dropdown list. This will fill in the Location (**Location**, **City**, and **Zip Code**) of the vending machine that was chosen.

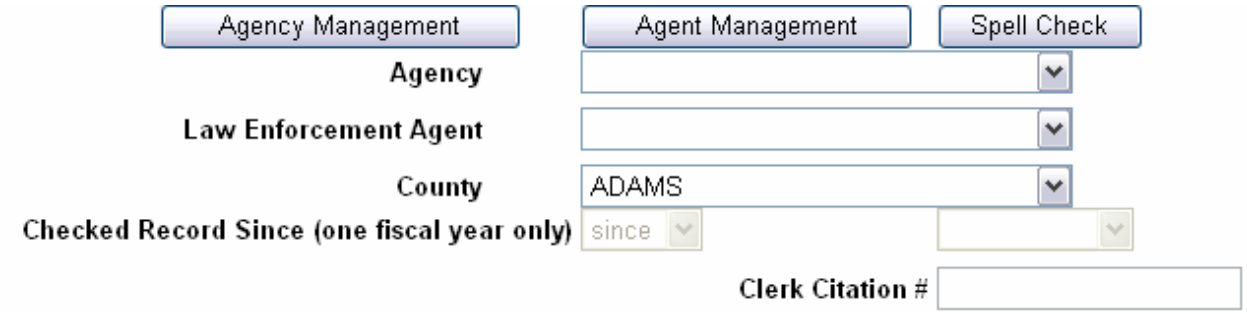
   *Note: If you have more than 200+ stores in the Check Store module, you must first enter the first letter of the store name. Wait a few seconds while the screen reopens. Then choose the store that was visited using the black drop-down arrow. All the stores listed will begin with the letter specified.
5. Enter the date that the visit was conducted on in the Date of Action* field.
6. Select the Result* of the visit.

   *Note: **Both Cited** means both the Clerk and Store were cited. **Unable to Check** means that you could not check this store on this visit. If you choose Unable to Check, a new drop-down box will appear for which you must give a reason why you were unable to check the store. Detailed definitions of each of the **Unable to Check** options are located at the end of this document in the "Unable to Check" Result* Definitions section.

*Note: If the store could not to be checked on just this particular visit, mark the reason with accessible. This will keep the store on the accessible list and can be visited on another day. If the reason the store was not visited because it will never be accessible, then marking the result inaccessible will put the store on the inaccessible list and it will no longer be considered an active store to be checked.

7. Type in any additional information regarding this check in the Notes field.

Note: Use this Notes field if an Unable to Check option has been selected that is detailed as needing an explanation. Details of each option can be found in the "Unable to Check" Result Definitions section.



8. Select the appropriate Agency from the dropdown list.

*Note: The purpose for Agency is for those organizations that are entering data for other agencies (e.g., police).

9. Select the appropriate Law Enforcement Agent from the dropdown list.
10. Select the appropriate County.
11. If known, enter the Clerk Citation #.
12. Click the Save button.

*Note: To exit the screen without saving any of the changes, click the Cancel button.

Editing a Vending Machine Check

1. Select the Vending* that you wish to edit from the dropdown list.
2. From the list of checks done at this store (located at the bottom of the screen), click on the Selection link next to the check that you wish to edit.

Action Date	Sequence	Result	Record To Select
06/29/05	1	Clerk Cited	Selection
< >			

   a. You may filter your search by using the **Checked Record Since** field. The **Checked Record Since** field is used to display the checks that took place *since* or *before* the current fiscal year. Select *since* or *before* from the dropdown list. Then select the appropriate Fiscal Year from the dropdown located directly to the right.

3. Once the desired check is displayed, click the **Edit** button.
4. To edit a field that has a predetermined list (i.e., it has a black down-arrow on the right end of the box), select the desired value from the list.
5. To edit a field without a predetermined list, select the field to edit by using the mouse to click inside of it. Use the **Backspace** and/or **Arrow** key on your keyboard to delete the unwanted characters from the field. Then type the information you want in the field.
6. Repeat steps 4-5 until all of the fields have been modified the way you want them.
7. Click the **Save** button.

   *Note: To exit the screen without saving any of the changes, click the **Cancel** button.

Deleting a Vending Machine Check

1. Select the Vending Machine* that you wish to delete from the dropdown list.
2. From the list of checks done at this store (located at the bottom of the screen), click on the Selection link next to the check that you wish to delete.
3. Once the desired check is displayed, click the **Delete** button.
4. Click **OK** when asked "If you delete this record, you won't be able to undo it. Are you sure?".

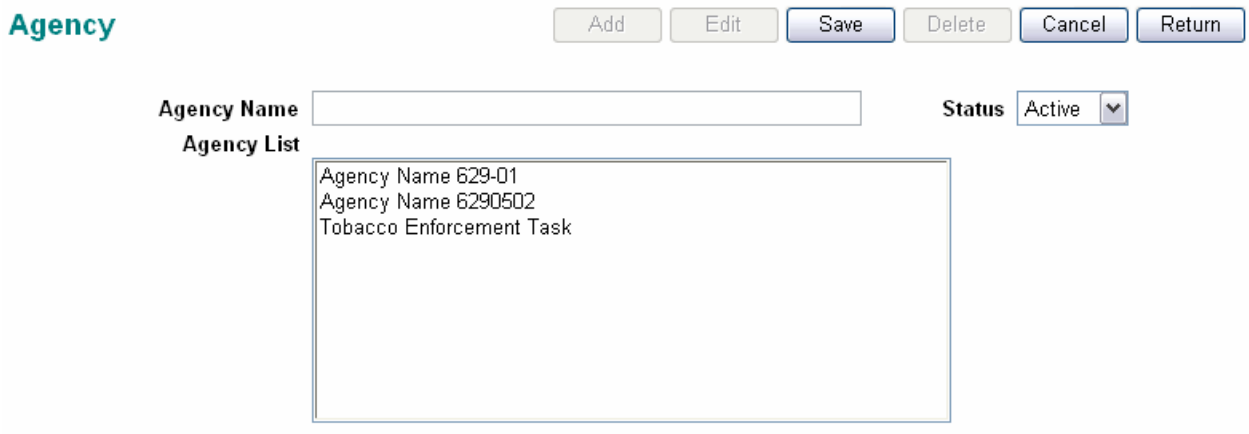
   *Note: If you do not want to delete this record, click **Cancel**.

Managing Agencies and Agents

Adding an Agency

1. From the Check Vending Machine screen, click the **Agency Management** button

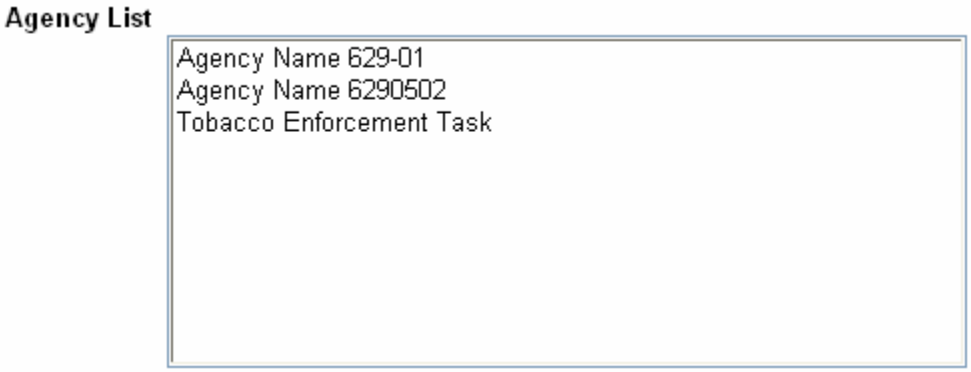
. A new window will open displaying the Agency screen.
2. Click the **Add** button.



3. Type the name of the agency you wish to add in the **Agency Name** field.
4. The **Status** is automatically defaulted to ***Active***. This should be set to ***Active*** as long as the agency is still participating in Enforcement activities.
   *Note: Setting the agency to *Inactive* will remove it from the lists of agencies that are used throughout the system.
5. Click the **Save** button.
   *Note: To exit the screen without saving any of the changes, click the **Cancel** button.
6. Click the **Return** button to return to the Check Vending Machine screen.

Editing an Agency

1. From the Agency screen, select the agency from the **Agency List** you wish to edit by clicking the agency name.



2. Once the desired agency is displayed in the Agency Name field, click the Edit button.
3. Make any changes needed to the Agency Name.
4. Click the Save button.
   *Note: To exit the screen without saving any of the changes, click the Cancel button.
5. Click the Return button to return to the Check Vending Machine screen.

Deleting an Agency

1. From the Agency screen, select the agency from the Agency List you wish to delete by clicking the agency name.
2. Once the desired agency is displayed in the Agency Name field, click the Delete button.
3. Click OK when asked "If you delete this record, you won't be able to undo it. Are you sure?".
   *Note: If you do not want to delete this record, click Cancel.
4. Click the Return button to return to the Check Vending Machine screen.

Adding an Agent

1. From the Check Vending Machine screen, click the **Agent Management** button [Agent Management]. A new window will open displaying the Agent screen.
2. Click the **Add** button.

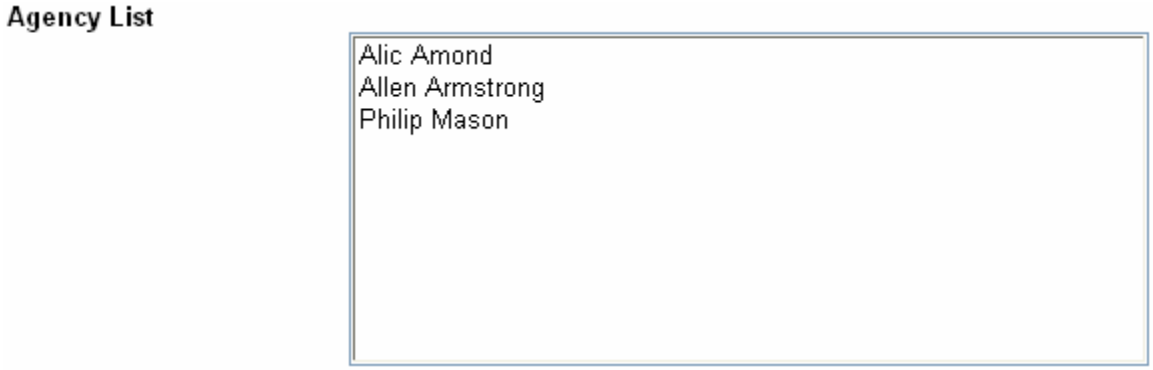
3. Type the **First** and **Last Name** of the agent you wish to add.
4. Select the **Status** of the agent. This should be set to ***Active*** as long as the agent is still participating in Enforcement activities.

   *Note: Setting the agent to ***Inactive*** will remove it from the lists of agents that are used throughout the system.
5. Click the **Save** button.

   *Note: To exit the screen without saving any of the changes, click the **Cancel** button.
6. Click the **Return** button to return to the Check Vending Machine screen.

Editing an Agent

1. From the Agent screen, select the agent from the **Agent List** you wish to edit by clicking the agent name.



2. Once the desired agent is displayed in the **First** and **Last Name** fields, click the **Edit** button.
3. Make any changes needed to the agent's name.
4. Click the **Save** button.
   *Note: To exit the screen without saving any of the changes, click the **Cancel** button.
5. Click the **Return** button to return to the Check Vending Machine screen.

Deleting an Agent

1. From the Agent screen, select the agent from the **Agent List** you wish to delete by clicking the agent name.
2. Once the desired agent is displayed in the **First** and **Last Name** fields, click the **Delete** button.
3. Click **OK** when asked "If you delete this record, you won't be able to undo it. Are you sure?".
   *Note: If you do not want to delete this record, click **Cancel**.
4. Click the **Return** button to return to the Check Vending Machine screen.

APPENDIX

"Unable to Check" Result* Definitions

Bad Address - Use this category if the location turns out to be a private residence, the address does not exist or the information supplied was insufficient to locate the outlet. In many cases, the enforcing agent has enough knowledge of the area to find an outlet with an incomplete address. In addition, there are many resources available to find a phone number of a business, such as, the phone book or websites like www.worldpages.com, www.superpages.com, or www.infospace.com. Once a number is found, call the outlet to get directions without revealing the purpose of your visit. If all resources have been exhausted and the outlet still can't be found, use the Bad Address category.

Bar-Not Accessible - Use this category if the bar has a sign limiting entry to adults or a bouncer at the door not allowing any minors into the establishment. Use this category when the bar is completely inaccessible to minors. *This category is different than "Bar-Other" in the sense that minors are not permitted to enter the building.*

Bar-Other - Use this category for bars where an attempt was not made, but there was no sign or doorman restricting access by young people.

Buyer Known - The youth participant is to leave the outlet without attempting the purchase if someone who knows the youth participant is in the outlet. *This outlet must be revisited.*

Itinerant Vendors – Itinerant Vendors are little trucks, which go to baseball games and other locations where crowds gather to sell food, beverages, and tobacco products. Do not try to find these vendors.

No Longer Selling– The outlet does not sell cigarettes anymore.

Other, Accessible – Use this category for any reason, which does not fit into another category, of why a purchase attempt was *not* made at a location that might be accessible to youth. *This outlet must be revisited.*

Other, Not Accessible - A variety of locations are not accessible to youth, such as lunchrooms in a factory, adult bookstores, and state prisons. In addition, if an outlet only sells cigarettes through a vending machine, then that outlet should be marked as a non-completion and categorized as an Other, Not Accessible.

Out Of Business - Use this code or description if the outlet is closed permanently.

Outlet Closed, Accessible - The outlet was closed when it was visited, but is opened at a different time of day or on a different day of the week. If the outlet is an adult establishment or private club that has signs outside explicitly prohibiting minors or non-members, it should not be categorized as "Outlet Closed", but rather as "Bar Not Accessible" or "Private Club". Always look for signs when an outlet is closed. *This outlet must be revisited.*

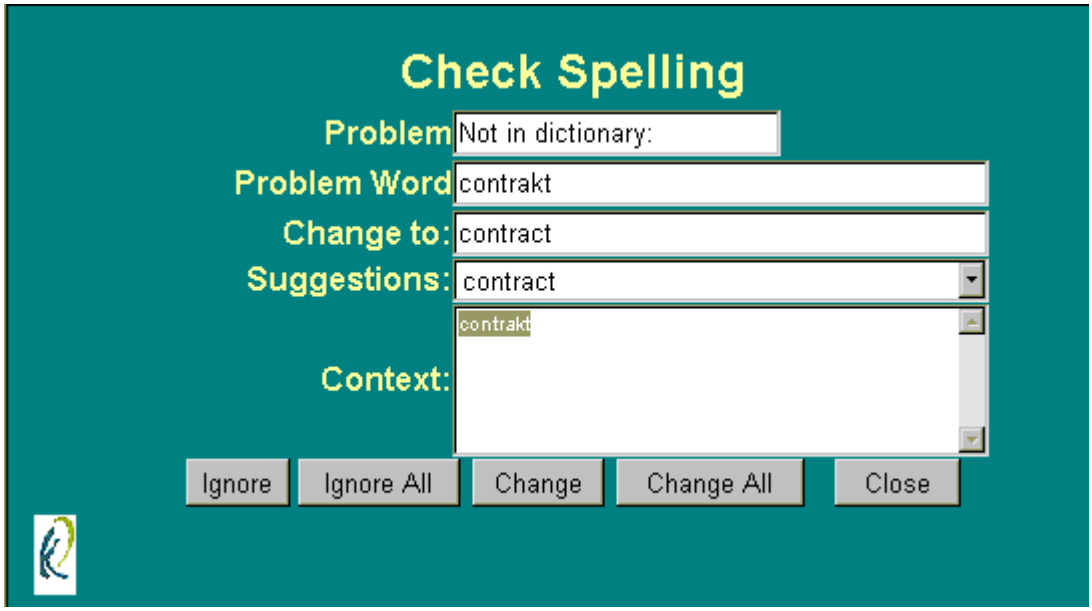
Outlet Closed, Not Accessible – Use this code if the outlet is closed at the time of the enforcement check or if the outlet isn't open during daylight hours. Enforcement checks should be conducted between 6 AM to 8:30 PM. If an outlet opens at 9:00 PM and closes at 2 AM, then it is an Unable to Check reason and should be classified as Outlet Closed, Not Accessible.

Outlet Dangerous - Do not go in! This protocol instructs the enforcing agent and youth participants not to enter locations, which they consider dangerous. The safety of the youth participant is the most important consideration during an enforcement check. A situation that may be encountered is when a bar does not have signs or doormen prohibiting access to the entrance, but is too dangerous for *any* youth to enter. It is not that the enforcement team is reluctant to enter a bar, which would be "Bar-Other", but an enforcement team member thinks there may be risk involved in conducting an inspection. This is "Outlet Too Dangerous".

Private Club - Many locations may be membership only locations. These include, for example, volunteer fire companies, veterans' organizations, fraternal organizations, and motorcycle clubs.

Spell Check Feature

A spell check feature has been added to various sections of the PA TPRS to help eliminate spelling errors. The following section details the various options in the Check Spelling page. When the Spell Check button has been selected a new window will appear displaying the Check Spelling page. The spell check feature will look at any words written within a text box or field.



The following table is a summary of options in the spell check feature.

Option	Description
Change to	When the Change button is clicked, the value in the Change to box will replace the highlighted misspelled word and the spell checker will continue to the next word. You may type in this field if an appropriate suggestion is not present in the Suggestions drop down.
Suggestions	A drop down box of spelling suggestions for the misspelled word. If the word is misspelled but not available as an option in the Suggestions drop down – you may type the correct spelling in the Change to box.
Ignore	Disregards the misspelling in the highlighted word only and continues to the next word. The next occurrence of the misspelled word will be highlighted for correction.
Ignore All	Disregards the misspelling in the highlighted word and all future occurrences of the word. You will no longer be prompted to fix the spelling. An example when to use this is if your name was highlighted as misspelled – this would be a case to ignore all.
Change	Changes the spelling of the highlighted word to the selected Change to word.
Change All	Changes the spelling of the highlighted word to the selected word and all future occurrences of the word.
Close	Closes the Check Spelling window.